

VISIT...

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ENGINEERING AND INSTRUMENTATION DEPARTMENT MANAGEMENT COMMITTEE*Notes of the meeting held Thursday 30 September 2004**1 October 2004*

Present:	Mike Johnson	Department Head
	Steve Quinton	Electronics Division Head
	John McLean	Information Systems Division Head
	Neville Snodgrass	Project Engineering Division Head
	Gareth Derbyshire	RAL Instrumentation Division Head
	Richard Farrow	DL Instrumentation Division Head
	Nicky Watkins	Computing Systems Group (RAL)
	Tim Eyles	Management Support & ID Resource Officer
	Viraj Perera	Electronics Systems Support Group (RAL) & Training Officer
	Chris Densham	Advanced Engineering Analysis Group (RAL)
	Tom Bradshaw	Cryogenics Group (RAL)
	Rob Halsall	Electronic Systems Design Group (RAL)
	Tim Nicholls	Real Time Systems Group (RAL)
	Mike Woodward	Design Group (RAL)
	John Winfield	Design Support Group (RAL)
	Don Clarke	Design Group B (DL)
	Paul Buksh	Instrument Development Group (DL)
	Neil Bliss	Design Group A (DL)
	Dave Bogg	Support & Operations Group (DL)
	Richard Day	Technical Support Group (RAL)
	Mark Greenham	ED/CMF Resource Officer
	Bob Stevens	Process Technology Group (RAL)
	Justin Greenhalgh	Advanced Materials Group (RAL)
	Isobel Climas	Secretary
Apologies:	Elwyn Baynham	Applied Science Division Head
	John Morris	Design R&D Group (RAL)
	Marcus French	Microelectronics Design Group (RAL)
	Zheng Cui	MST Centre (RAL)
	Ejaz Huq	Special Projects Group (RAL)
	Richard Stephenson	Detector Engineering Group (RAL)
	Richard Apsimon	Semiconductor Detector Integration Group (RAL)
	Paul Seller	Detector R&D Group (RAL)
	Jim Halliday	Energy Research Unit (RAL)
	Ian Massey	Technical Support Group (DL)
	Miriam Waters	Human Resources

1. Minutes of Last Meeting

The Minutes of the last meeting *IDMC/M4/04* were accepted. The FoI notes for publication were approved.

2. Staff Issues***New Structure***

MWJ will decide within the next two weeks how best to organise the structure of this administration group in the new Department. Action on all concerned to send views to MWJ.

There may be a further impact on the Administrative function when FFTF is underway.

Mike Woodward has been appointed Group Leader of Design Group at RAL (PED). Bob Stevens has been appointed Group Leader of Process Technology Group (CMF).

Recruitment

CMF has a new Engineer for one year under the Marie Curie scheme. There have been 3 new starters in Information Systems Division. Interviews will be held early in October for a post in Microelectronics Design Group. MWJ has approved several posts in DL Instrumentation Division. There are two CASE students from Heriot-Watt University due shortly in Special Projects Group.

Reviews

Results from the promotion review panels will be issued at the end of October.

Bob Stevens reported that his Group still had a need for a technician/fitter to help install some new equipment. The workshops at RAL and DL did not have any suitable staff available at present. RS will get quotes from external contractors to carry out this work.

3. Finance

Engineering Finance

The figures for Engineering Direct are as expected. Internal support figures currently show a deficit, but should be in surplus by the year end.

The methods used for handling holiday time within the internal charging system are still causing problems, particularly with workshop effort. WNJS and MWJ will discuss this separately.

There is a possibility of changing the POP charges, but it is important to discuss this fully, and with the customers, before any changes are made. MWJ, SPHQ and TJE to discuss further.

It was noted that the Staff-to-Project bookings in ED still include Estates staff.

It is anticipated that unfunded staff in PED will drop slightly over the coming months.

Instrumentation Finance

Both Instrumentation Direct and Internal Support are showing surpluses but are expected to outturn on target. Unfunded bookings are slightly lower than forecast.

The handling of project surpluses at year end was discussed. Action on MWJ/JAM/TJE to meet to discuss this further.

4. Communications

Publications Policy

MWJ had circulated a draft set of rules for the approval of publications. It is already Laboratory policy that all publications are approved by the Department Head. There was considerable discussion about the definition of a publication, and also about the best way to handle the approval process. It was agreed that MWJ and TCN would meet to discuss this further to consider a clear set of definitions and refine the process.

MWJ also reminded the committee that all applications and proposals for Research Grants or any form of funding must be approved by him or his nominated Deputy.

Annual Report

It has been decided to amalgamate the information already provided for the 2004 Annual Report into a new 2005 report to cover the entire Department. TCN now has administrative help with the production and will be drawing up a timescale for the submission of material. The aim is to have the Report ready in December for

publication early in the New Year. TCN requested editorial support from members of staff in the Engineering Divisions. Action on all to help.

TCN will arrange to send a copy of the last ID report to all GLs in the Engineering Division, so they are aware of the style of the publication. He again stressed that good photographs are an essential part of the document.

EID Forum – 6 & 7 October

MWJ thanked everyone who had submitted information for his staff talk. There are still places available at the Forum and MWJ asked GLs to encourage all staff, especially new starters, to attend. An issue had arisen with the invitations and MWJ undertook to look into the process.

5. Safety

The draft plan had been drawn up and WNJS had reviewed it. It is now close to completion and will be made available on both internal web sites.

The next Department Safety Committee meeting is at RAL on 13 October, and the RAL Committee meets on 17 October. Tours had recently taken place of approximately half the Department, and in most cases there had been no problems. There were a few missing Risk Assessments, and Schedule B electrical testing continues to cause minor problems. SPHQ undertook to discuss the role of the Electrical Liaison Officers with GLs.

MWJ pointed out that his role is to ensure that his managers are trained to undertake their safety responsibilities, and that they ensure the same is true for their staff. There is a need to keep records of both training and responsibilities. P Buksh had sent a training matrix to MWJ, and it is planned to make this available on the internal web so that appropriately trained staff could be identified to undertake particular tasks.

MWJ reiterated the need for an external contractor to carry out an assessment of the CMF.

WNJS reported the appointment of a new Safety Representative for the PED Groups at DL.

6. Business Plan

Version 1 is ready for publication on the internal webs. Any suggestions for changes should be sent to SPHQ.

7. Accommodation

MWJ reminded staff that the Department now has the use of the labs in the Atlas building and that he had received bids for use the craned area in R12. Other issues are: JAM has need of additional space in R25 or R68, office requirements in the CMF and a need for a room to be made available for DL staff to use when at RAL, with phone and network connections. It was also pointed out that spare offices could become available as Diamond staff start to relocate. IPAC will be taking over responsibility for accommodation, action on all to send any accommodation issues to her.

WNJS pointed out that due to staff moves at DL, the engineering drawing office had some space available. He suggested that some Instrumentation Division staff might wish to move into the area. It was agreed that DL Division Heads would discuss this issue.

WNJS raised the representation of the Department at DL Senior Management meetings. Action on WNJS to send any concerns to MWJ.

8. Learning & Development

IiP Accreditation

VJOP had circulated a paper on the IiP re-accreditation, which will take place in December.

VJOP requested that all GLs made themselves and their staff aware of the learning opportunities at CCLRC, as well as the Department L&D plans, which will be made available on both internal web sites. There were still some issues with access to the internal web pages, but SPHQ will work with NJW to ensure that all relevant documentation appears on both the ID and ED pages, by mid-October at the latest.

MWJ pointed out that as the Department had recently merged, it was likely that IiP assessors would be interested in how the change had been handled. It was likely that he would be interviewed, and that at least one Division Head, 2-3 Group Leaders and a selection of other staff (probably including new starters) would be called as well. The IiP assessor will choose staff from the Organogram in late October, and names will go to MWJ in early November. Line Managers will be notified of the staff who have been chosen.

Technical Seminars

VJOP had asked GLs to suggest topics and he will then try to find a suitable speaker. MWJ encouraged people to send ideas to VJOP, as the scientific seminars had been very useful in the past. N Bliss mentioned that PED at DL had recently purchased a laser tracker, and that might be a suitable topic. Action on all to send any suggestions to VJOP.

9. Quality Management System

The next BSI visit for Instrumentation is due on 15/16 December at RAL and 17 December at DL. SPHQ reported that new internal audit system has been set up using separate teams at RAL and DL.

The PED Groups at DL had been audited on 20-22 September, and no non-conformances had been identified. There had only been a few minor comments from the auditor. There is an audit at RAL on 17 November.

MWJ stated it is now time to consider whether and how to extend the system. BS is looking at expanding the CMF mask-making procedures to cover all CMF production, and improving the management of new opportunities and projects. BS and SPHQ will discuss further the work required to extend the system in the CMF.

10. Project Register

SPHQ reported that there had been some good progress in reviewing projects. All Divisions' projects were now discussed at EIDHM in compliance with Corporate Project Management guidelines. DEB was working on the ASD Project Register and MWJ reported that the Register for CMF was now nearly complete.

MWJ was keen to improve our scrutiny of the large portfolio of projects within EID. Action on SPHQ to progress a study on improving the monitoring of projects.

11. Operations Board

WNJS and SPHQ had attended the Operations Board on 28 September.

Main points included:

- **FFTF.** There will be three Business Units; Facilities, Programmes and Technology, a central Operations Support section and a Head Office function. The aim is to embed many of the Finance and HR functions with the Business Units, providing local administration. The aim is to progress this quickly, with the Business Units defined by the end of 2004, and having the units in place by April 2005. Council are pressing for this restructuring to go ahead.
- **HR Report.** *Payroll.* The new payroll system will go live for the October pay. There had been two dummy runs so far, with only minor problems. A Lab Notice will be issued shortly explaining the change. *Damage to staff property.* There had been a case recently where a car had been damaged. Debbie Greenfield has been charged with organising a clean up the RAL site. *Disciplinary procedure.*

There is discussion underway with the Unions on a simplified disciplinary procedure. A Lab Notice will be issued when it is complete.

- **Emergency Response Plan.** A further minor revision is planned before the document is issued. The focus then will be on developing complementary Department Business Continuity Plans.
- **Project Register.** There are 3 projects at Red, and 3 at Amber.
- **Finance.** Any Department showing a deficit will be asked to provide a 1-page written report to the next OB.
- **GPC – overseas travel.** A pilot study of 17 overseas travellers had been conducted and as a result the use of GPC for overseas travel expenses will be expanded. Overall, the plan is to move to actual expenses, rather than subsistence, as is already the case for UK travel.

MWJ had recently attended Programme Board. He had reported that capital investment in the Department had been low for a number of years, and that a significant sum was needed to bring the equipment up to a good standard. He had proposed that the funds for capital renewal were paid directly to the Department which could lead to a reduction in the POP charge. MWJ felt this proposal had been well received.

12. Any Other Business

Department Library Representatives

MWJ stressed the importance of communicating ideas for improving the library service to the Department's Library Reps. RJSG undertook to discuss this further with MWJ and the Library Reps.

Well Found Lab bids

MWJ had submitted all the bids that he had received.

Date of Next Meeting. The next meeting will be 30 November 2004, venue tba, at 14:00.